



## 8.提出するもの Application and Associated Documents

内部応募者（現 MLC/IHA 従業員）の下記必要書類は電子ファイル形式で E メールでの提出となります。提出時にファイルは Zip File 等に圧縮せずに送信してください。PDF, JPG, JPEG, GIF, PNG 形式のみが有効受付となります。Current MLC/IHA employees must submit all requested documents below in digital format by e-mail. Do not zip (compress) files when you e-mail. Acceptable data formats are PDF, JPG, JPEG, GIF, and PNG only.

\* ☒ 空席応募用紙 Application for Vacancy Announcement

☒ 専門職務経歴書 Resume of Specialized Work Experience

\* の記入は Complete \* in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;

[http://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。

(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or Self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

☐ (外部応募者のみ For external applicants only) 84 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 84 yen stamp (MPS is unacceptable.)

☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport

☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

## 9.応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先：

米海軍横須賀基地日本人雇用課 (HRO)。下記アドレスへの E メール提出のみ有効受付となります。 Current MLC/IHA Employees must submit to Human Resources Office (HRO) Yokosuka by e-mail to the following address:

**[apply@fe.navy.mil](mailto:apply@fe.navy.mil)**

\* この宛先は応募専用です。ご質問等をお送りいただいても、返答致しかねますのでご了承ください

This e-mail address is only for acceptance of job application. No response will be provided to inquiries made to this email address.

\* メールの子ブジェクトライン（件名欄）に空席広報番号を記載し、募集締切日（深夜 2400 時）までに HRO に着信されるように送信してください。 Please enter VA number in the "subject line" of the e-mail submission. Applications must be received at HRO by the closing date (by 2400 midnight) of the Vacancy Announcement.

\* 一募集につきひとつのメールにまとめて添付してください。 Please submit all required digitized documents in "one e-mail" per "one VA".

2. 外部応募者（非従業員）提出先：

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。  
Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

#### 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : C323

軍電 (DSN) 243-8024/6489

PD No.: FLCY-310-017

PD is accurate and current. Certified by Activity: ys

HRO: (rcvd:2/9) sf 3/23, ms 3/23

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません。Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

2016 年 2 月 8 日前より継続雇用される現 MLC/IHA 従業員で、2016 年 2 月 8 日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained “level” will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

#### PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Revision: 06-30-17

## Task List

This position is located in the Business Management Division, Support Services Department, NAVSUP Fleet Logistics Center (FLC) Yokosuka, Japan, under the general supervision of the Director of the Business Management Division. The incumbent serves as a Resource Management analyst. This position provides the Division Director and Department Head with objectively based information for making decisions on the administrative, programmatic, and business planning for the organization. The incumbent is responsible for planning program costs associated with annual, multi-year, and long range fiscal planning for FLC Yokosuka and subordinate activities. The incumbent is responsible for monitoring execution of the budget and for preparing weekly, monthly, and ad-hoc financial status of funds report and charts. The incumbent is the lead analyst to the Director of the Business Management Division on labor execution for the FLC Yokosuka enterprise, including USCS and Government of Japan labor cost sharing programs for master labor contract (MLC) employees.

## II. MAJOR DUTIES:

1. Lead analyst for Code 310 financial reporting. Develop multiple weekly and monthly financial reports on the overall execution of FLCY's business plan, including execution down to the P&S level for mission and reimbursable fund types. Responsible for the following command level reports: weekly status of funds execution report, weekly Defense Travel System (DTS) execution report, weekly flash report for leadership, and monthly execution report and chart. Develop other financial reports as requested by Code 310 Division Director and Code 300 Department leadership.
  2. Monitors the execution of FLCY's annual budget for proper allocation and execution rates in support of FLCY's management objectives. Recommends reprogramming of funds between accounts or installations to finance new or revised requirements, and to support the accomplishments of planned objectives. Prepares, validates and recommends activity fund allocation levels on the basis of requests from Production and Services (P&S) leads. Considers and coordinates recommendations by FLCY P&S leads and other program advocates. Uses sound financial and budget principles to present and justify allocation levels. Monitors performance of P&S lines against approved execution plans. Reviews status of allocated resources and recommends adjustment of resource authorizations where indicated.
  3. As the resource management analyst, the incumbent performs a wide spectrum of analytical and operational functions in developing the annual business plan (PSP), evaluate, and recommend changes for the improvement of management of activities.
- Makes organizational studies and gathers all factual, historical and statistical data available by studying reports and records and discussing operations and problems with related offices and subordinates sites.
- Research and investigate new or improve business and management practice for application to programs or operations, recommend change or process improvement in work methods and procedure.

Performs other related duties assigned by the supervisor.